

## CLERK OF THE BOARD

### Dena M. Smith

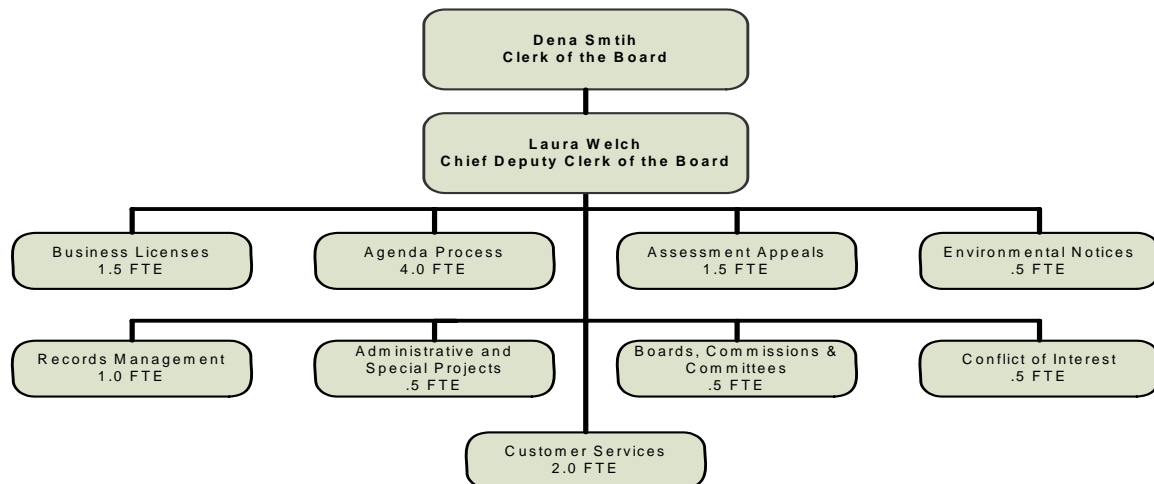
#### MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow county staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the county's boards, commissions and committees; licenses businesses operating in the county unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our services commitments are courtesy and respect.

#### STRATEGIC GOALS

1. Implement technological improvements to increase operational efficiency and enhance staff and public access to Board of Supervisors agenda and related information.
2. Improve business license processes and procedures.

#### ORGANIZATIONAL CHART



Detailed information for each budget unit is provided, along with a description of the services provided, budget unit history, applicable performance measures, policy item requests and fee requests.



## Clerk of the Board

### DESCRIPTION OF MAJOR SERVICES

The COB coordinates and prepares agendas, minutes, legal notices and related documents for all meetings and hearings of the County Board of Supervisors, County Redevelopment Agency, County Economic and Community Development Corporation, County Industrial Development Authority, and In-Home Supportive Services Public Authority. The COB also updates the County Code and maintains current and historical records of all ordinances, resolutions, contracts, agreements and other official actions taken by the Board.

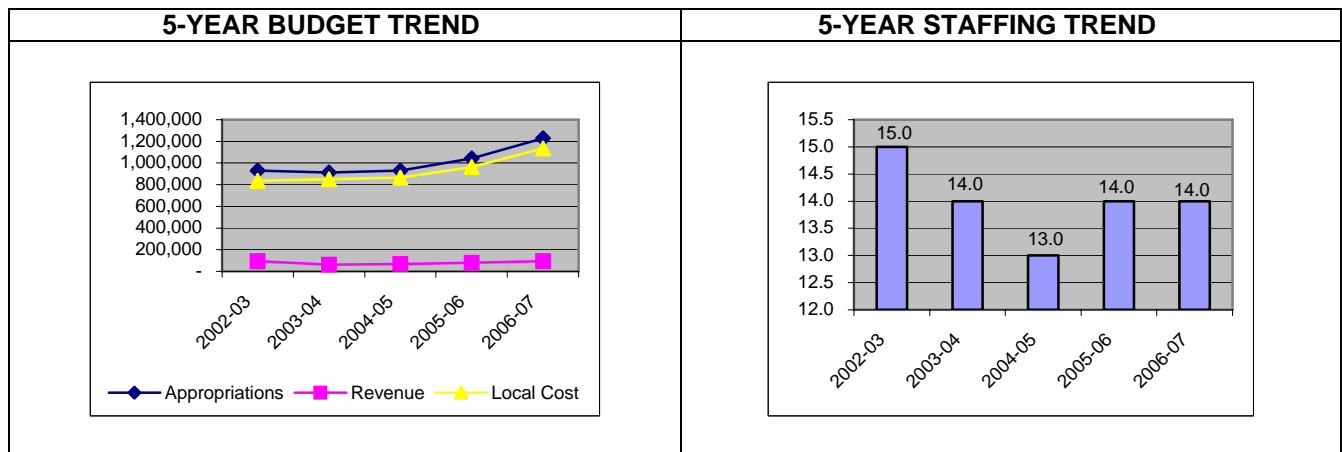
This office works with the Board of Supervisors, county departments and non-county agencies to maintain the database of members for more than 240 county advisory boards, commissions and committees (BCCs). Responsibilities include posting of scheduled and unscheduled vacancies and the annual review and recommendation to the Board for the continuation or dissolution (sunset review) of specific BCCs. The Clerk of the Board is secretary to the City Selection Committee, assisting cities with their selection of representatives to serve on regional committees such as Local Agency Formation Commission (LAFCo) and South Coast Air Quality Management District (SCAQMD). This office also maintains the Roster of Public Agencies, which includes information about all the public agencies and governing boards in the county.

Pursuant to state law and county code, the COB maintains financial disclosure (Conflict of Interest of Form 700) documents for specified county officials, school districts, employees and members of the BCCs.

In accordance with State Board of Equalization requirements, the county Assessment Appeals Board hears and adjudicates disputes regarding property valuation. The COB provides staff support for the assessment appeal hearings and serves as the liaison among property owners, the County Assessor and the Assessment Appeals Board.

The County of San Bernardino requires that certain businesses operating within the county unincorporated areas obtain business licenses and the COB receives, processes and issues new and renewal licenses. This office also posts environmental notices and notices of state/local meetings and hearings, receives summonses, complaints, planning appeals, requests for tax refunds, and responds to hundreds of requests for information and documents on behalf of the Board of Supervisors and/or the County of San Bernardino.

### BUDGET HISTORY



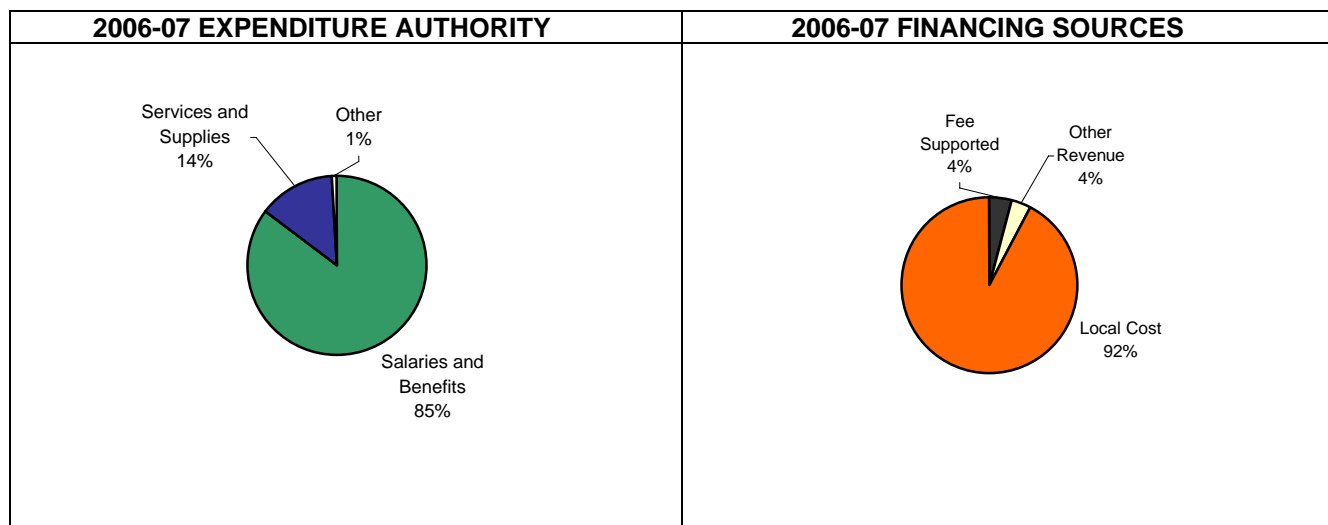
## PERFORMANCE HISTORY

	<b>Actual 2002-03</b>	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Modified Budget 2005-06</b>	<b>Estimate 2005-06</b>
Appropriation	760,694	784,113	836,034	1,097,545	1,174,200
Departmental Revenue	75,880	81,529	101,089	79,875	98,705
Local Cost	684,814	702,584	734,945	1,017,670	1,075,495
Budgeted Staffing				14.0	

Estimated appropriations for 2005-06 are more than modified budget due to dual filling positions in an effort to eliminate backlog in the department, and unexpected termination benefits. Estimated revenue increased by \$18,830 due to the increased number of business licenses issued and the larger number of Notices of Determination processed.



## ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive  
 DEPARTMENT: Clerk of the Board  
 FUND: General

BUDGET UNIT: AAA CBD  
 FUNCTION: General  
 ACTIVITY: Legislative and Administrative

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Estimate	2005-06 Final Budget	2006-07 Proposed Budget	Change From 2005-06 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	611,984	671,317	671,971	1,019,620	890,098	1,047,284	157,186
Services and Supplies	135,237	97,526	148,275	124,180	129,658	151,937	22,279
Central Computer	13,473	12,670	13,119	22,057	13,535	19,458	5,923
Transfers	-	2,600	2,669	8,343	8,343	9,845	1,502
Total Appropriation	760,694	784,113	836,034	1,174,200	1,041,634	1,228,524	186,890
<b>Departmental Revenue</b>							
Licenses and Permits	39,630	41,070	44,715	47,640	38,000	46,000	8,000
State, Fed or Gov't Aid	(1,256)	-	-	-	-	-	-
Current Services	5,406	5,796	3,934	4,288	4,875	4,000	(875)
Other Revenue	32,100	34,663	52,440	46,777	37,000	45,000	8,000
Total Revenue	75,880	81,529	101,089	98,705	79,875	95,000	15,125
Local Cost	684,814	702,584	734,945	1,075,495	961,759	1,133,524	171,765
Budgeted Staffing					14.0	14.0	-

In 2006-07, the department will incur increased costs from negotiated labor agreements, retirement, central computer support and general inflationary increases related to the purchase of services and supplies. Costs related to worker's compensation are anticipated to decrease. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to department recommendations.

The Proposed Budget also contains an increase in salaries and benefits do to step increases and retirement cost. Additional appropriation increases are due to increase cost in general office supplies, and cost associated with Information Technology staff time to support the Clerk of the Boards office. The increase in revenue is due to a larger number of issued licenses through increased communication with the public and a more efficient business license tracking system. Other revenue increase is due to larger number of Notices of Exemption documents processed by the Clerk of the Board's office and the continuing growth trend within the County of San Bernardino.



PERFORMANCE MEASURES		
Description of Performance Measure	Estimated 2005-06	Proposed 2006-07
Reduce staff time for agenda and related transactions.		-5%
Reduce turnaround time for processing of new and renewal business licenses.		-15%
Percentage of business license processes and procedures reviewed and revised as needed.		50%

POLICY ITEM REQUESTS						
Rank	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost	Proposed 2006-07 Performance Measurement
1,	<b>Secretary I Staffing</b> Existing Secretary I position is filled but unfunded, this was an oversight in the 2005-06 budget. Funding this position will allow the COB to continue providing current levels of services for the BOS agenda, County Code and Public Records Act requests. The Policy Item for the COB Secretary I position originally requested a budget of \$52,573. Upon further review this position requires an additional \$733 due to MOU increases. Requesting Additional On-going cost of \$53,306.	-	53,306	-	53,306	
	<i>Proposed Performance Measure: Staff time for agenda and related transactions</i>					-5%
<b>Total</b>		<u>-</u>	<u>53,306</u>	<u>-</u>	<u>53,306</u>	

FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>Junk Dealer Application, Initial License and Annual Renewal Fees</b> The increase in Junk Dealer Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since 1995. The current fee is \$50 and the proposed fee is \$68.  The increase in Junk Dealer Initial License Fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$155 and the proposed fee is \$170.  The increase in Junk Dealer Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. This fee has not been increased since prior to 1994. The current fee is \$55 and the proposed fee is \$170.  Currently there are no Junk Dealers licensed with COB. There is no anticipated revenue for 2006-07.	-	-	-	-



FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>Pawnbroker Application, Initial License and Annual Renewal Fees</b> The increase in Pawnbroker Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since 1995. The current fee is \$50 and the proposed fee is \$68.  The increase in Pawnbroker Initial License Fee is to recover costs for staff time due to processing applications. This fee has not been increases since prior to 1994. The current fee is \$155 and the proposed fee is \$170.  The increase in Pawnbroker Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. This fee has not been increased since prior to 1994. The current fee is \$55 and the proposed fee is \$170.	-	115	115	-
<b>Salvage Collector Application, Initial License and Annual Renewal Fees</b> The increase in Salvage Collector Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since 1995. The current fee is \$50 and the proposed fee is \$68.  The increase in Salvage Collector Initial License Fee is to recover costs for staff time due to processing applications. This fee has not been increases since prior to 1994. The current fee is \$155 and the proposed fee is \$170.  The increase in Salvage Collector Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. This fee has not been increased since prior to 1994. The current fee is \$55 and the proposed fee is \$170.  Currently there are no Salvage Collectors licensed with COB. There is no anticipated revenue for 2006-07.	-	-	-	-
<b>Secondhand Dealer Application, Initial License and Annual Renewal Fees</b> The increase in Secondhand Dealer Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since 1995. The current fee is \$50 and the proposed fee is \$68.  The increase in Secondhand initial License Fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$50 and the proposed fee is \$170.  The increase in Secondhand Dealer Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. This fee has not been increased since prior to 1994. The current fee is \$40 and the proposed fee is \$170.	-	130	130	-
<b>Private Patrols Application, Initial License and Annual Renewal Fees</b> The increase in Private Patrol Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$50 and the proposed fee is \$68.  The increase in Private Patrol Initial License fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.  The increase in Private Patrol Annual Renewal fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$55 and the proposed fee is \$170.  Currently there are no Private Patrol Companies licensed with COB. There is no anticipated revenue for 2006-07.	-	-	-	-



FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>Peddler Application, Initial License and Annual Renewal Fees</b> <p>The increase in Peddler Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$50 and the proposed fee is \$68.</p> <p>The increase in Peddler initial License fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>The increase in Peddler Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>Currently there are no Peddlers licensed with COB. There is no anticipated revenue for 2006-07.</p>	-	-	-	-
<b>Solicitor Application, Initial License and Annual Renewal Fees</b> <p>The increase in Solicitor Application fee is to recover costs for staff time due to processing applications. The current fee is \$50 and the proposed fee is \$68.</p> <p>The increase in Solicitor Initial License fee is to recover costs for staff time due to processing initial licenses. The current fee is \$100 and the proposed fee is \$170.</p> <p>The increase in Solicitor Annual Renewal fee is to recover costs for staff time due to processing annual renewal licenses. The current fee is \$100 and the proposed fee is \$170. These fees have not been increased since prior to 1994.</p> <p>Currently there are no Solicitors licensed with COB. There is no anticipated revenue for 2006-07.</p>	-	-	-	-
<b>Pool and Billiard Hall (Special and Regular) Application, Initial License and Annual Renewal Fees</b> <p>The increase in Pool and Billiard Hall (Special and Regular) Application fee is to recover costs for staff time due to processing applications. The current fee is split between the application fee and initial license fee which is \$50 and the proposed fee is \$68.</p> <p>The increase in Pool and Billiard Hall Initial License fee is to recover costs for staff time due to processing initial licenses. The current fee is split between the application fee and initial license fee which is \$50 and the proposed fee is \$170.</p> <p>The increase in Pool and Billiard Hall Annual Renewal fee is to recover costs for staff time due to processing renewal licenses. These fees have not been increased since prior to 1994. The current fee is \$50 and the proposed fee is \$170.</p> <p>Currently there are no Pool Halls licensed with COB. There is no anticipated revenue for 2006-07.</p>	-	-	-	-
<b>Skating Rink Application, Initial License and Annual Renewal Fees</b> <p>The Skating Rink Application fee is a new fee to recover costs for staff time due to processing applications. There is no current fee. The proposed fee is \$68.</p> <p>The increase in Skating Rink Initial License fee is to recover costs for staff time due to initial licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>The increase in Skating Rink Annual Renewal fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>Currently there are no Skating Rinks licensed with COB. There is no anticipated revenue for 2006-07.</p>	-	-	-	-



FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>Theater Application, Initial License and Annual Renewal Fees</b>	-	-	-	-
<p>The increase in Theater Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$100 and is split between the application fee and the initial license fee the proposed fee is \$68.</p> <p>The increase in Theater Initial License fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and is split between the application fee and the initial license fee the proposed fee is \$170.</p> <p>The increase in Theater Annual Renewal fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>Currently there are no Theaters licensed with COB. There is no anticipated revenue for 2006-07.</p>				
<b>Massage Technician Application/Investigative Fee</b>	-	-	-	-
This is a change in name only - no financial impact.				
<b>Massage Technician Initial License and Annual Renewal Fees</b>	-	4,900	4,900	-
<p>The increase in Massage Technician Initial License fee is to recover costs for staff time due to processing initial licenses. The current fee is \$150 and the proposed fee is \$200.</p> <p>The increase in Massage Technican Annual Renewal fee is to recover coses for staff time due to processing annual renewals. The current fee is \$150 and the proposed fee is \$200. These fees have not been increased since 1996.</p>				
<b>Adult-Oriented Application, Initial License and Annual Renewal Fees</b>	-	-	-	-
<p>The increase in Adult-Oriented Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$60 the proposed fee is \$68.</p> <p>The increase in Adult-Oriented Initial License fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$100 and the proposed fee is \$170.</p> <p>The increase in Adult-Oriented Annual Renewal fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$60 and the proposed fee is \$170.</p> <p>Currently there are no Adult-Oriented Business licensed with COB. There is no anticipated revenue for 2006-07.</p>				
<b>Fortune Teller Application Initial License and Annual Renewal Fees</b>	-	170	170	-
<p>The current business license ordinance states that the business license fees for Fortune Teller is stated in the Fee Ordinance, however this fee has been overlooked in the fee ordinance.</p> <p>The Application fee is \$68 and the Initial License is \$170 and the Annual Renewal is \$170.</p>				
<b>Motel Application, Initial License and Annual Renewal Fees</b>	-	684	684	-
<p>The increase in Motel Application fee is to recover costs for staff time due to processing applications. This fee has not been increased since prior to 1994. The current fee is \$60 and is split between the application and the initial license fee the proposed fee is \$68.</p> <p>The increase in Hotel/Motel fee is to recover costs for staff time due to processing initial licenses. This fee has not been increased since prior to 1994. The current fee is \$60 and is split between the application and the initial license fee the proposed fee is \$170.</p> <p>The increase in Hotel/Motel fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$60 the proposed fee is \$170.</p>				





FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>Taxicab Initial Service Permit, Application and Renewal Service Permit Fees</b>	-	-	-	-
<p>The increase in Taxicab Initial Service Permit fee is to recover costs for staff time due to processing service permits. This fee has not been increased since prior to 1994. The current fee is \$60 and the proposed fee is \$68.</p> <p>The increase in Taxicab Application fee is to recover costs for staff time due to processing applications for licenses. This fee has not been increased since prior to 1994. The current fee is \$50 and per year the proposed fee is \$170.</p> <p>The increase in Taxicab Renewal Service Permit fee is to recover costs for staff time due to processing annual renewals. This fee has not been increased since prior to 1994. The current fee is \$60 and the proposed fee is \$170.</p> <p>Currently there are no Taxicabs licensed with COB. There is no anticipated revenue for 2006-07.</p>				
<b>Returned Check Fee</b>	-	210	210	-
<p>The new fee of \$30 is to recover staff time due to processing returned non-sufficient checks. The COB does not currently have a NSF check fee. COB usually receives approximately 7 returned checks a year.</p>				
<b>Total</b>	-	6,209	6,209	-

